

This schedule supersedes Schedule No. 612-62

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

612-138

PAGE
NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Labor and Industry
Prevailing Wage Section

Department of Licensing and Regulation

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>PROJECT FILE OF CERTIFIED PAYROLL RECORDS</u> These files include certified payrolls for State funded projects, statements by the contractor or subcontractor that the payrolls are correct; that the wage rates are not less than those established in the contract; and that the classification set forth for workers correspond to the work performed are contained in these payrolls. Correspondence related to the project and the wage determinations are also in this file.	Retain for 3 years after project completion, then destroy.
2.	<u>REQUESTS AND DETERMINATIONS</u> These files contain letters of requests for wage determinations and the determinations themselves.	Retain for 3 years, then destroy.
3.	<u>FIELD INVESTIGATIONS</u> Investigations are conducted when payroll auditing shows discrepancies in the wages being paid or when an employee files a complaint. Herein are found the investigators' findings, complaint forms, and violation letters.	Retain for 3 years, then destroy.
4.	<u>SURVEYS</u> The information gathered by investigators to determine the wages being paid for issuance on future prevailing wage projects.	Retain for 2 years, then destroy.
5.	<u>RESTITUTIONS</u> These records contain a record of any monies paid to employees when they have not received the appropriate wage.	Retain for 3 years, then destroy.

RECEIVED

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

NOV. 21 1991

NOV 21 1991

DEPARTMENT OF GENERAL SERVICES

State Archivist

Date

Signature

Title

Date

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
6.	<p data-bbox="140 304 495 336"><u>GENERAL CORRESPONDENCE</u></p> <p data-bbox="140 368 1040 463">These binders contain such information as apprenticeship papers, violation letters, fringe benefit plans, and general correspondence.</p>	<p data-bbox="1108 368 1503 431">Retain for 3 years, then destroy.</p>